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ABSTRACT

Designed to facilitate program and course approval and reporting processes within the Los Angeles Community College District (LACCD), this curriculum guide provides criteria, regulations, and procedures, reflecting the California Education Code and Title 5 Administrative Code. Following introductory comments, part I details procedures for developing new courses or changing existing ones and for completing the proposed new course request form; standards and procedures related to criteria for transfer of baccalaureate-level courses; procedures for completing the course change and course reinstatement request forms; and a standard module request form. Part II describes the process for the development and approval of new educational programs. Part III discusses the development and approval of noncredit programs and the procedure for completing the application for approval of new noncredit courses. Finally, part IV presents standards and criteria for community service classes. Appendices include relevant forms, detailed procedures, an explanation of the California Articulation Number System, and a glossary of terms. (LAL)

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CURRICULUM GUIDE

A Guide for Curriculum Development in the Los Angeles Community Colleges

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Office of Educational Research and Improvement
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JC 870 214

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Division of Educational Research and Development
Office of Educational Policy

APRIL 1987

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PREFACE

The Los Angeles Community College District has been seriously engaged in curriculum reform since 1985. In his State of the District Address of October 1, 1986, Chancellor Leslie Koltai outlined the objective of a more efficient and competitive curriculum. Specifically, he proposed first the concept of "sunsetting" the curriculum to ensure a continuous review process and, second, the development of core programs across the curriculum to attract and hold students.

Recent legislative mandates reflected through Title 5 and administered through the Chancellor's Office, California Community Colleges, also require compliance through course review and classification. For these reasons Vice Chancellor, Cedric Sampson, proposed a compilation of rules, regulations, processes and procedures to guide those involved with program and course development and approval.

The development of the CURRICULUM GUIDE was accomplished by Mae Seidner and Allison Jones in the College Relations Unit of the Office of Educational Policy.

This CURRICULUM GUIDE is designed to facilitate program and course approval and reporting processes by those involved. It includes criteria, regulations and procedures used in the Los Angeles Community Colleges and is reflective of the Education Code and Title 5 Administrative Code.

This GUIDE is a beginning. Appropriate references to the Education Code and Title 5 are cited. Abbreviations of E.C. and T5 are used.

The Office of Educational Policy will periodically update The GUIDE as new legislation, revisions and administrative regulations are adopted.

This GUIDE is designed as a reference document for department chairs, deans, Vice Presidents of Academic Affairs and other curriculum developers in the Los Angeles Community Colleges. The Office of Educational Policy is keenly interested in any suggestions for improving the GUIDE.

Office of Educational Policy:

Jack Fujimoto, Ph.D.
Mae Seidner
Allison Jones

TABLE OF CONTENTS

		Page
PREFACE	.....	i
TABLE OF CONTENTS	.....	ii
INTRODUCTION	.....	4
PART I:	PROCEDURES FOR DEVELOPING NEW COURSES OR CHANGING EXISTING ONES	5
	PROCEDURE FOR COMPLETING PROPOSED NEW COURSE REQUEST FORM	6
	BACCALAUREATE LEVEL COURSE CRITERIA FOR TRANSFER: STANDARDS AND PROCEDURES	11
	PROCEDURE FOR COMPLETING COURSE CHANGE REQUEST FORM	12
	PROCEDURE FOR COMPLETING COURSE REINSTATEMENT REQUEST FORM	14
	STANDARD MODULE REQUEST FORM	15
PART II:	DEVELOPMENT AND APPROVAL OF NEW EDUCATIONAL PROGRAMS	16
PART III:	DEVELOPMENT AND APPROVAL OF NONCREDIT PROGRAMS	17
	PROCEDURE FOR COMPLETING APPLICATION FOR APPROVAL OF NEW NONCREDIT COURSES	18
PART IV:	COMMUNITY SERVICES CLASSES	29
APPENDIX:	.....	32

APPROVAL OF CREDIT COURSES: STANDARDS & PROCEDURES
PROCEDURE FOR DEVELOPMENT & APPROVAL OF NEW EDUCATIONAL PROGRAMS
APPROVAL OF NONCREDIT COURSES: STANDARDS & PROCEDURES
LOS ANGELES COMMUNITY COLLEGES: STANDARD SUBJECT/ PROGRAM TITLES
CARNEGIE RULE COMPLIANCE
TAXONOMY OF PROGRAMS
CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM
GLOSSARY OF TERMS

INTRODUCTION

This guide for curriculum development in the Los Angeles Community Colleges describes the step-by-step process for creating a new educational program, a new course within a program, to add a course which appears in the catalog of another District college or to change an existing course.

Each college is separately accredited; therefore, the initiation of an educational program or a course within a program is a college level responsibility. The curriculum development process includes the District office, the District Curriculum Planning and Development Committee (DCP&DC) and the Academic Senate Discipline committees in the approval process, as the colleges are part of the District under the Board of Trustees. In order to facilitate this process, the District maintains a computerized program data base.

PART I

PROCEDURES FOR DEVELOPING NEW COURSES OR CHANGING EXISTING ONES

A. Course development begins at the departmental level where the faculty in that particular discipline assesses the need and the justification for a new course or for changes in course title, number, units or hours of instruction.

B. Proposed new courses or course changes must be approved by the appropriate campus faculty committees and the campus administration before being sent to the Office of Educational Policy in the Division of Educational Research and Development.

C. When the completed forms have been received by the Office of Educational Policy, the course proposals are sent to the appropriate District Senate discipline committee and the Vice Presidents of Academic Affairs Committee. Proposed New Course Request (PNCR) forms are available in the campus Office of Academic Affairs.

D. The recommendations of these two groups are then reviewed by the District Curriculum Planning and Development Committee and, subsequently, one recommendation is sent to the Vice Chancellor of Educational Research and Development.

E. New courses are presented, along with information regarding the justification for offering these courses, by the Vice Chancellor to the Chancellor and then to the Board of Trustees for approval.

A more detailed description of the Curriculum Development process outlined above is in Administrative Regulation E-65 (See Appendix). Administrative Regulations are implementations of Board of Trustees rules and are located in the Office of Academic Affairs on each campus.

PROCEDURE FOR COMPLETING PROPOSED NEW COURSE (PNCR) FORM

All items on this form, page 11, should be completed.

Check Proposed NEW Course if the course is being proposed and does not exist in the District. Check Proposed ADDITION of a District Course if course exists in the District but not at the college applying for acceptance.

1. College of Origin

2. COURSE INFORMATION is provided in the course outline.

   Subject code - Select the appropriate subject code from the "Los Angeles Community Colleges Standard Subject/Program Titles" list (see Appendix).

   Effective semester - Indicate the semester the course is to be offered.

   Subject title - Discipline (Example: Art).

   Course number - Leave blank; it will be inserted by the Office of Academic Affairs.

   Course title - Name of course (Example, Figure Drawing I).

   Units - Indicate the number of units.

3. PREREQUISITE - T5 Section 58106 states that:

   Prerequisites cannot limit enrollment to a specialized clientele, unless the limitation is specifically authorized by law.

   a. Academic prerequisites for a course must be clearly related to course content and the academic foundation of that course.

   b. In activity or laboratory type courses, prerequisites may require demonstrated ability or technical performance to a level of proficiency that is determined by established district procedures. Experience requirements may not be established solely on the basis of "hours of exposure".

c. A course that is one in a related sequence of courses in which understanding or technical performance of the one is dependent upon successful completion of the preceding is an acceptable prerequisite.

d. "Permission of the instructor" as an alternative to a prerequisite must be limited in application to the determination of equivalence to stated academic prerequisites or performance standards in activity or laboratory type courses.

e. Concurrent enrollment in another course may be a prerequisite only when the objectives of the course are clearly complementary and the interrelation of the units of instruction is evident.

f. If health, safety, legal requirements or the facility is a limiting factor in the conduct of a course, the Board of Trustees must establish official policy delineating prerequisites, requirements and procedures necessary to meet the limitation.

g. Scoring on a relevant standardized examination or test at a level sufficient to clearly indicate ability to benefit from instruction is an acceptable prerequisite.

4. WORK EXPERIENCE - T5 section 55250

Any program of Cooperative Work Experience must conform to a plan adopted by the Board of Trustees. The adopted district plan must establish a systematic design of cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences (not necessarily related to their goals) through work. This plan must be submitted to and approved by the State Chancellor.

5. HOURS PER WEEK

There must be a direct relationship between hours required and units awarded (See Appendix, "Carnegie Rule Compliance").

6. DESCRIPTION

Summarize the course content as it will appear in the college catalog. Limit to 40 words.

6. ARTICULATION

This section describes the educational purpose of the course:

If transfer credit is to be requested from the University of California, check the appropriate box.

If the course is designated by the college as a baccalaureate course, it must meet the criteria in Administrative Regulation E-7, page 19. Check the appropriate box.

For an existing course, the District "Directory of Educational Programs And Courses" will indicate articulation with UC and CSU.

*If the course is to be acceptable for CSU credit, also check "Baccalaureate".

*If the course is to be acceptable for credit at UC/CSU and is part of an occupational program, also check "Occupational".

*If the course is part of an occupational program, but not acceptable for credit at UC/CSU, only check "Occupational".

If the course is not to be acceptable for credit at UC/CSU and is not part of an occupational program, check "Prerequisite/Developmental".

Request for General Education CSU Only:

If the course will be used for General Education Transfer Certification and is approved by the college, check the appropriate box (one only).

7. RATIONALE FOR OFFERING THIS COURSE

Indicate need for this course and its relationship to existing programs, courses and degrees. This statement will be used to support the approval of the course by the Board of Trustees.

8. MULTIPLE COURSE INDEX STATUS

Indicate if the course is to be considered equivalent in content, units and hours to an already existing District course in another discipline which is listed in the "Directory of Educational Programs and Courses" (Example, Architectural Drawing I).

*See Part I, next section, and Appendix for Administrative Regulation E-7.

9. EDUCATIONAL PROGRAM STATUS

TAXONOMY OF PROGRAMS (TOP) CODE - (Office of Academic Affairs will provide, if necessary).

Program title - discipline and/or occupational certificate name.

Program designation: 1. occupational
2. transfer (baccalaureate)

Note: Both 1 and 2 may be indicated if it is in an occupational and a transfer program.

Degree objective: 1. associate
2. certificate
3. apprentice

Status - Relates to an existing, approved college program or a proposed college program.

10. COURSE RELATIONSHIP TO PROGRAM

If course is occupational, check "A" or "B". Attach a copy of the program or a list of program electives as it will appear in the catalog.

If course is to be used as an associate degree general education requirement, check the area in "C".

If "C" is not used and the course is baccalaureate for a transfer major, check "D".

Check "E" if applicable and attach a statement of need.

11. ESTMATED AVERAGE ENROLLMENT PER SECTION

Estimate enrollment, but consider the time needed to inform students and build the program.

12. COORDINATION

Provide name and title of person(s) contacted; either at another district or community college, a four-year institution or in industry.

If it is an existing District course, coordinate with the other colleges offering the course (two names are required).

13. INDICATE HOW THE COLLEGE PLANS TO SUPPORT THE PROPOSED COURSE

This section pertains to the budget. A course must have a funding base.

Will additional funds be requested?

Will sections of an existing course or other courses be deleted?

Indicate the number of sections or courses to be deleted the first year.

If special funding is used, detail on separate sheet and indicate Federal, State or Other. Other sources of funding also need to be explained.

14. If the course is an existing District course, attach a copy of existing catalog course descriptions.

Signatures required before sending to the Office of Educational Policy include: Department Chair, College Curriculum Committee Chair, Vice President, Academic Affairs and the College President.

COURSE OUTLINE FORMAT (must be attached to the PNCR form)

1. COURSE OUTLINE

The proposed course must meet the Standards and Criteria for Associate Degree Credit Courses (See Appendix, page 54).

2. PREREQUISITE COREQUISITE

If students are expected to read and write independently in the course, an English prerequisite or corequisite must be specified. If students are expected to use mathematics in the course, a mathematics prerequisite or corequisite must be specified.

3. COURSE OBJECTIVES

Describe the desired outcomes in terms of what a successful learner is able to do at the end of the period of instruction.

4. COURSE CONTENT AND SCOPE

a. List the course content in outline form and show the emphasis each topic generally receives.

b. List the kinds of readings that would be appropriate for this course giving at least two examples of appropriate readings.

c. List the kinds of (a) writing assignments or (b) other demonstrations of ability to use symbol systems (e.g., as in logic, mathematics, music, etc.) or (c) other demonstrations of ability to apply skills learned in the course.

d. List the kinds of assignements that students will be expected to work on outside of class.

5. EVALUATION

Specify the procedures for evaluating student performance that are appropriate for this course. These procedures must be consistent with the objectives and the course content and scope described in this outline. A student's grade must be based on multiple measures of student performance (e.g., in class writing assignments, out of class assignments, essay examinations, multiple choice examinations and demonstration or application of skills). Essay examinations or other demonstrations of ability to use appropriate symbol systems or other skills demonstrations where appropriate, must be included in the procedures for measuring student performance.

6. METHOD OF INSTRUCTION

Specify the method of instruction that is appropriate for this course--lecture, lecture/discussion, discussion/seminar, laboratory, lecture/laboratory, work experience, independent study, television, mediated instruction, computer-assisted instruction, directed study, field experience or other.

7. TEXT AND SUPPLIES

List textbooks or other college level materials as well as supplies that would be appropriate for this course (Students may only be required to purchase instructional materials which are of continuing value to the student outside the classroom setting).

Rev. 5/86

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Division of Educational Research and Development
Office of Educational Policy

PROPOSED NEW COURSE REQUEST (PNCR)

( ) Proposed NEW Course ( ) Proposed ADDITION of a District Course

1. COLLEGE: _____

2. COURSE INFORMATION: (Attach Course Outline)
SUBJECT CODE _ _ _ EFFECTIVE SEMESTER _____

_____

_____ __ ___/___ __
SUBJECT TITLE (not to exceed 40 spaces) COURSE NUMBER

_____

_____ _____
COURSE TITLE (not to exceed 60 spaces) Units

3. PREREQUISITE: _____

4. HOURS PER WEEK: Lecture___, Laboratory___, Other (specify)___, Total Hrs. Per Wk.____

5. DESCRIPTION: (as it is to appear in the college catalog and Board of Trustees action. (Limit to 40 words) (Same as No. 6 on course outline.)

6. ARTICULATION: It is recommended that this course be articulated as:
( ) Acceptable for credit, University of California
( ) Acceptable for credit, California State University & Colleges (Baccalaureate)
( ) Occupational ( ) Prerequisite/Developmental

Request for General Education Transfer Certification Designation (Areas):
A. Communication/Critical Thinking ( ) B. Science and Math ( ) C. Humanities ( )
D. Social Sciences ( ) E. Lifelong Understanding/Self Development ( )

7. Rationale for offering this course: (For new course, this statement will be used for Board of Trustees action. Not to exceed 25 words.)

8. MULTIPLE COURSE INDEX STATUS: (cross reference) Should this course be listed as equivalent in content to existing District courses? Yes ( ) No ( ) If yes, list courses.

_____ _____ _____ _____
Department Chair Date College Curriculum Committee Chair Date

_____ _____ _____ _____
Vice President, Academic Affairs Date College President Date

9. EDUCATIONAL PROGRAM STATUS: (List the educational programs in which this course will appear).

TOP CODE	PROGRAM TITLE	*PROGRAM DESIGNATION	+DEGREE OBJECTIVE	DISTRICT APPROVAL STATUS AT COLLEGE APPROVED	PROPOSED

10.** COURSE RELATIONSHIP TO PROGRAM:

A. OCCUPATIONAL PROGRAM REQUIREMENT: ( ) If the course is designated as a requirement of a proposed or existing occupational program, attach a copy of the program showing the placement of the course in the sequence of learning as it will appear in the catalog.

B. OCCUPATIONAL PROGRAM ELECTIVE: ( )If the course is designed as an elective within a proposed or existing occupational program, attach a list of the other electives within the program.

C. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE: Will this course be designated by the college as meeting one of the general education requirements for graduation? Yes ( ) No ( ). If yes, please indicate which requirement (Areas):
A. Natural Science ( ), B. Social and Behavioral Sciences ( ), C. Humanities ( ),
D. Language and Rationality: 1. English Composition ( ) 2. Communication and Analytical Thinking ( ), E. Health and Physical Education ( ).

D. OTHER BACCALAUREATE LEVEL COURSE: ( ) This course does not meet a general education graduation or occupational program requirement but will be accepted towards the completion of the transfer program(s) listed in item no. 9.

E. CONTINUING EDUCATION: ( ) If the course is designed to meet a continuing education need attach a description of the need.

11. ESTIMATED AVERAGE ENROLLMENT PER SECTION
1st yr.___ 2nd yr. ___ 3rd yr. ___ 4th yr. ___ 5th yr. ___

12. COORDINATION: (List names and titles of persons contaxted at other colleges in regard to this course).

NAME	TITLE	COLLEGE

13. INDICATE HOW THE COLLEGE PLANS TO SUPPORT THE PROPOSED COURSE.

a. By Additional Funds ( ) Describe. $_____

b. By deleting sections of existing courses ( )

SUBJECT TITLE	COURSE NUMBER	NUMBER OF SECTIONS TO BE DELETED 1ST YR.
	___/__	

c. By Special Funds ( ) (detail on supplemental sheet and indicate Federal, State or Other). $_____

d. Other ( ) $_____

TOTAL FUNDS AVAILABLE $_____

14. If the course is an existing District course attach a copy of the existing catalog course description(s) that were used as a model for this course.

*1. Occupational, 2. Non-Occupational (Academic Transfer, General Education, Developmental
+1. Associate, 2. Certificate, 3. Apprentice
** A sequence of learning showing the course/program relationship should accompany each new course and add submittal form.

_____ COLLEGE

☐ Outline for new course

☐ Revision of existing course

COURSE OUTLINE

Effective Semester _____

1. DEPARTMENT/DIVISION: _____

2. SUBJECT NAME AND NUMBER _____

3. COURSE TITLE _____

_____ UNITS _____ COURSE REPEATABILITY _____

4. PREREQUISITE(S) _____

_____

5. LECTURE, _____hours; LABORATORY, _____hours; DISCUSSION, _____hours

6. COURSE DESCRIPTION:
(The description of this course as it will appear in the Catalog and Board of Trustees Action.)

7. PROGRAM DATA BASE DESIGNATION (State Chancellor's Report)

☐ Acceptable for Credit, University of California

☐ Acceptable for Credit, California State College and Universities (Baccalaureate)

☐ Occupational ☐ Prerequisite and/or Developmental

8. PROGRAM (Learning Sequence of at least 18 units or discipline title)
(List programs which will require this course.)

9. TEXTBOOKS
(List all publications which students are required to use.)

Author	Title	Publisher	Edition

_____ COLLEGE

COURSE OUTLINE

SUBJECT NAME AND NUMBER _____

10. DESCRIPTION OF CONTENT
(Please outline by topics or activities and include time schedule by day or week.)

Time Allocated	Topic/Activity

Use additional page(s) if required.
Total 18 weeks or _____ days.

_____ COLLEGE

COURSE OUTLINE

SUBJECT NAME AND NUMBER _____

11. COURSE OBJECTIVES
As a result of completing this course, students will:

(1) _____

_____

(2) _____

_____

(3) _____

_____

12. METHOD OF INSTRUCTION

☐ Lecture

☐ Lab

☐ Structured Group Discussion

☐ Computer Assisted Instruction

☐ Other

13. METHODS OF STUDENT EVALUATION IN ADDITION TO FINAL EXAMINATION

☐ Standardized test(s)

☐ Criterion referenced test(s)

☐ Quizzes

☐ Questionnaires

☐ Observation record of student performance

☐ Term paper

☐ Other _____
(please specify)

Written by _____
(Instructor(s)

Approved by _____
Department Chairperson

Date _____

PREDOMINANT METHOD OF INSTRUCTION

CATEGORY	DESCRIPTION
Lecture	Primarily lecture method but could include some discussion.
Lecture-discussion	Class conducted with an approximately equal division between lecture and discussion.
Discussion-seminar	Limited lecture. Class conducted by discussion, questioning and student reports
Laboratory	Class conducted in a laboratory setting with students or teams of students engaged in separate scientific, technical or vocational projects or investigations.
Lecture/Laboratory	Combination of lecture and laboratory instruction.
Learning Laboratory	Students engaged in various learning activities under the direct supervision of a credentialled instructor in a laboratory setting. Students may work with mechanical or electronic teaching devices in a class, in groups, or individually.
Work Experience	Employment of students in part-time jobs selected or approved as having educational value for the student.
Independent Study	All independent study courses in which the student is not under the direct supervision of a credentialled instructor.
Television	Course is taught by televised lessons not under direct supervision of an instructor. Usually some on-campus lecture-discussion sessions are required.
Mediated Instruction	Instruction is by audio-visual means in various combinations. Usually conducted in a learning resources center not under immediate supervision of a credentialled instructor.

CATEGORY	DESCRIPTION
Computer-assisted instruction	A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a credentialled instructor.
Directed Study	Consists of a student or a group of students working with an instructor on a special topic or project. Hours of instructor contact, components of the course, student responsibilities, number of units, and evaluation method are specified in a contract.
Newspaper course	Course consists of separate lessons printed in a newspaper. Students do not work under immediate supervision of a credentialled instructor although some on-campus sessions may be required.
Radio course	Lessons are broadcast on AM or FM radio. Some on-campus sessions may be required although most student work is not under the immediate supervision of a credentialled instructor.
Other independent study	
Field Experience	Course comprised entirely of field trip, field excursion, or field observation.
Other	

BACCALAUREATE LEVEL COURSE CRITERIA FOR TRANSFER
ADMINISTRATIVE REGULATION E-7

1. A course meeting any one or more of the following criteria may be classified as "B" (baccalaureate) and acceptable for transfer credit in accordance with Executive Order No. 167, issued by the Chancellor California State University.

   a. The course is equivalent to, or nearly equivalent to, a course offered within the C.S.U. system.

   b. The purpose, objectives, scope and depth of the course including prerequisites make it appropriate for baccalaureate degree elective credit.

   c. The course is acceptable for general education certification at the college offering the course.

   d. The course has been recommended by the college curriculum approving body for baccalaureate degree credit.

   e. There are no qualifications limiting transfer credit to an individual campus or to a specific curriculum.

2. Courses offered in cooperative education may be approved for up to 8 units of transfer credit to California State University under the following guidelines:

   a. The course provides learning experiences not obtainable in the regular classroom situation that contribute significantly to improved understanding and expertise in the particular field.

   b. The course has specific training objectives that are appropriately related to a baccalaureate degree program.

   c. The work experience should have a counterpart in a four-year program.

3. Courses offered in cooperative education may be approved for up to 6 units of transfer credit to the University of California under the above guidelines.

4. Approved subject/program areas for the University of California and the California State University are listed in the back of the Directory of Programs and Courses.

PROCEDURE FOR COMPLETING COURSE CHANGE REQUEST FORM

All items on this form must be completed.

I. EXISTING PROGRAM DATA BASE DESCRIPTION

Effective semester - Indicate the semester the change is to be implemented.

Subject code - Indicate existing subject code from the "Los Angeles Community Colleges Standard Subject/Program Titles" list (see Appendix).

Subject title, course number and course title (Example: English Reading and Composition, English 101).

Units/Hours - Indicate number of units and total number of class hours.

Lecture hours - Indicate the number of lecture hours only.

Lab hours - Indicate the number of lab hours only, if applicable, according to Carnegie Rule compliance (See Appendix).

II. CHANGE REQUEST

Check only applicable areas:

1. Subject title
2. Course number
3. Course title
4. Units
5. Hours
6. Repeatability*
7. Articulation (transferability to UC and/or CSU)
8. Cross-reference (Are there classes in other disciplines that are the same as this one?)
9. Reinstate (use "Course Reinstatement Request" form)

*If the course requires skills or proficiencies that are enhanced by supervised repetition of practice within class periods or active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained, the course can be repeated (T5/58161).

III. FROM: Indicate current listing in the program data base.

TO: Indicate the change(s).

IV. JUSTIFICATION FOR CHANGE

Indicate reason for request.

This form is for a change related to an existing course. If the course is only offered by one college the change, if approved by the college process, can be effective for the spring semester. If the course is offered by more than one college, all colleges offering the course must agree to the requested change, thereby making the effective date the fall semester.

Changes in units affect tuition.

Changes in hours affect teaching load.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Division of Educational Research and Development
Office of Educational Policy

COURSE CHANGE REQUEST

I. EXISTING PROGRAM DATA BASE DESCRIPTION: EFFECTIVE SEMESTER: _____

SUBJECT CODE	SUBJECT TITLE	COURSE NUMBER	COURSE TITLE
_____	_____	_____	_____

UNITS _____ HOURS _____ LECTURE HOURS _____ LAB HOURS _____

II. CHANGE REQUEST:

SUBJECT TITLE _____ REPEATABILITY _____
COURSE NUMBER _____ ARTICULATION _____
COURSE TITLE _____ CROSS-REFERENCE _____
UNITS _____ DELETE _____
HOURS _____ REINSTATE _____

III. FROM:
TO:

IV. JUSTIFICATION FOR CHANGE:

V. SUBMITTED BY: _____
NAME OF COLLEGE

VI. APPROVED BY: _____ _____
VICE PRESIDENT, ACADEMIC AFFAIRS DATE

COURSE REINSTATEMENT REQUEST FORM

If the course has been listed in the "Directory of Educational Programs And Courses" within the last five years, this form should be completed. If the listing occurred more than five years ago, the request must go through the new course process.

Complete:

Name of College.

Subject, Title and Number (Example, Physical Education 102).

Indicate the semester the course will be offered and the year it last appeared in the "Directory of Educational Programs And Courses" for your college.

The form requires the signature of the Vice President of Academic Affairs.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Division of Educational Research and Development
Office of Educational Policy

COURSE REINSTATEMENT REQUEST

_____ College requests that the course
Name of College

_____ be reinstated effective the
Subject Title and No.

_____ semester. The course appeared as approved for
Effective Semester

_____ College in the _____
Name of College Year

Directory of Educational Programs and Courses.

APPROVED BY: _____ _____
Vice President Date
Academic Affairs

FORM CRR 9/84

STANDARD MODULE REQUEST FORM

Modules are individual, self-contained classes which, when taken together, total a semester-length course. Modules are set up as part of the college curriculum to offer students a shortterm alternative to the 20 week semester schedule. For example, in a 3 unit office administration-typewriting class, Modules A, B or C can be taken individually for a period of 6 weeks for one unit of credit each. However, all of the modules should be completed in order to receive total credit (the entire 3 units). All modules to the parent course must be offered.

All items on the form must be completed.

1. COMPLETE COURSE INFORMATION

   Effective semester - Indicate the semester the course is to be offered.

   Subject code and Title abbreviation can be found in the "Los Angeles Community Colleges Standard Subject/Program Titles" list (See Appendix).

   Indicate Course number, title, units and hours.

2. MODULE COURSE INFORMATION

   Indicate the number of modules requested. The number of units and hours must equal that of the parent course.

3. COURSE CONTENT INFORMATION

   Attach complete course outline and identify each modular portion of the course.

This form requires the signature of the Vice President of Academic Affairs.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Division of Educational Research & Development
Office of Educational Policy

STANDARD MODULE REQUEST

1. Complete Course Information

EFFECTIVE SEMESTER: _____

Subject Code	Subj. Title Abbrev.	Course Number	Course Title	Units	Hours

2. Module Course Information

Subject Code	Subj. Title Abbrev.	Course Number	Course Title	Units	Hours

3. Course Content Information
Attach Course Outline for Complete Course and identify each modular portion of the course.

4. Submitted by _____
Name of College

5. Approved by _____

FORM SMR 10/79

PART II

DEVELOPMENT AND APPROVAL OF NEW EDUCATIONAL PROGRAMS

An educational program consists of a sequence of courses which lead to a certificate or an associate degree in a specific major (For example, Auto Mechanics, Electronics or Business).

The faculty in the discipline(s) assess the need for the program and make a tentative proposal to the Vice President of Academic Affairs, who considers the proposal as part of the college planning process. A college advisory committee should be formed for assistance in assessing evidence of need, including job opportunities, student interest and demographic characteristics of the service area.

If the proposal is approved by the college faculty and administration, the detailed process outlined in Administrative Regulation E-64 (see Appendix, page 56), "Procedure for Development and Approval of New Educational Programs", must be followed.

PART III

DEVELOPMENT AND APPROVAL OF NONCREDIT PROGRAMS

Noncredit courses are designed to meet special needs and capabilities of students. These courses provide educational opportunities in the following areas:

1. Parenting, including parent co-operative preschools, classes in child growth and development and parent-child relationships and classes in parenting.

2. Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classes in reading, mathematics and language arts.

3. English as a second language.

4. Citizenship for immigrants.

5. Education programs for substantially handicapped persons.

6. Short-term vocational programs with high employment potential.

7. Education programs for older adults.

8. Education programs in home economics.

9. Health and safety education.

Either the faculty in the discipline(s) and/or the Community Services Project Supervisor assess the need for a course or program and make a tentative proposal to the administrator of noncredit programs or the administrator submits a proposal to a department for approval. If approval is obtained, a course approval form is completed.

The application is submitted to the Vice President of Academic Affairs for approval. If approved, it is sent to the College President for approval and signature.

The completed application is forwarded to the Division of Educational Research and Development, Office of Educational Policy. A course number is assigned and sent to the State Chancellor's Office for funding approval.

A more detailed description is in the Administrative Regulation which is available in the Office of Academic Affairs on each campus (Also, see Appendix, page 58).

When approval for funding is received by the college from the State Chancellor's office, the course (or program) must receive approval from the Vice Chancellor, Educational Research and Development, the Chancellor and the Board of Trustees. It is then entered on the noncredit program data base and can be offered by the college.

CHANCELLOR'S OFFICE

CALIFORNIA COMMUNITY COLLEGES
1107 NINTH STREET
SACRAMENTO, CALIFORNIA 95814
(916) 322-4656

APPLICATION FOR APPROVAL OF NEW NONCREDIT COURSE

Application Date: _____

College: _____ Requested by: _____

Address: _____ Title: _____

_____ Phone Number: (___) _____
area code

1. [_____ / _____] Approval Date (For Chancellor's Office Use Only)

2. [_____] Course Title (limit to 50 spaces)

3. [_____ / _____] College Code

4. [_____ / _____] Static Course Identifier

5. [_____ / _____] Taxonomy of Programs

6. [__] ADA-Eligible Area

7. [__] Certification of Mutual Agreement

8. [__] Special Program Identifier

9. [__] Primary Method of Course Evaluation

10. [__] Teaching Materials

11. Method of Instruction Field:

(a) [__] Lecture, Demonstration, Discussion

(b) [__] Laboratory

(c) [__] Workshop

(d) [__] Instructional Aide

(e) [__] Lecture Series

(f) [__] Computer Assisted

12. [__] Demonstration of Need

13. (a) [__] (b) [__] (c) [__] Course Objectives

CCC-456 (Rev. 3/85)

_____
Superintendent/President

PROCEDURE FOR COMPLETING AN APPLICATION FOR APPROVAL
OF NEW NONCREDIT COURSES*
FORM CCC-456

COMPLETE THE HEADING

"Requested by" and "title" refer to the college administrator who is responsible for noncredit programs.

Indicate the complete phone number including the area code and direct line or extension of the administrator in charge of noncredit programs.

1. APPROVAL DATE

Leave blank; it will be inserted by the Chancellor's office.

2. COURSE TITLE

Indicate the title of the course as approved by the Vice President of Academic Affairs.

Abbreviate words in the course title as needed since only fifty spaces have been provided.

If the title of the approved course is changed for advertising purposes or because of public appeal in the published schedule of classes, it is essential that both titles be identified with one unique number. The static course identifier (course number assigned by the Office of Educational Policy) certifies that a course appearing under different titles, for whatever reason, is the same course and therefore eligible for state apportionment.

3. COLLEGE CODE

The college code is a six-digit code that uniquely identifies a community college:

City	195346	Southwest	195387
East	195217	Trade-Technical	195390
Harbor	195365	Valley	195396
Mission	195953	West	195952
Pierce	195384	Instructional Television (ITV)	195000

*This section was adapted from "Program & Course Approval & Reporting Procedures Handbook", Chancellor's Office, California Community Colleges, Program Evaluation & Approval Unit, May 1985.

4. STATIC COURSE IDENTIFIER (COURSE NUMBER)

This number is a locally-assigned, permanent official number which uniquely identifies a course. The same static course identifier assigned to a course must be used in all reports to the Chancellor's Office; i.e., Course Activities Measure, Course Classification File. However, the static course identifier may be duplicated in more than one record if a course has more than one section. Failure to establish a permanent number for each course will result in a breakdown of the information system and disallowance of apportionment funds.

The course identifier for the Los Angeles Community College District (LACCD) is a subject field and course number assigned by the Office of Educational Policy.

5. TAXONOMY OF PROGRAMS

The TOP code is a six-digit code that identifies a Discipline or Subdiscipline (See Appendix for TOP booklet).

6. ADA-ELIGIBLE AREA

Assign the code which describes the primary area in which the course is offered. For each area, specific TOP Codes must be entered. These codes are listed under each area as follows:

Code	Category
1	Parenting, including parent cooperative preschools, classes in child growth and development and parent-child relationships and classes in parenting. TOP Codes: 1304.20, 1304.60, 1305.00-1305.20, 2107.10-2107.30
2	Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classes in reading, mathematics and language arts. TOP Codes: 2107.70, 4930.00-4930.72 or Form CCC-456: Adult Basic Education - Item 7, Code 0 High School Diploma - Item 7, Code 1

Code	Category
3	English as a second language. TOP Codes: 4930.80-4930.89
4	Citizenship for immigrants. TOP Code: 4930.90
5	Education program for substantially handicapped. TOP Codes: 4930.30-4930.33 or CCC-456: Item 8, Code 1, 5 or 6
6	Short-term vocational programs with high employment potential. CCC-456: Item 7, Code 2 or 4
7	Education programs for older adults. TOP Codes: 0502.00, 0502.20, 0502.30, 0504.00, 0504.20, 0511.00, 1401.00, 1501.00, 1507.00, 2001.00, 2101.00, 2204.00, 1001.00-1011.10, 1300.00-1399.99 and CCC-456: Item 8, Code 3

Eligible courses for older adults may include offerings in the following subjects and must be reported as indicated above.

A. Health

Includes physical and mental health.

B. Consumer Resources, Self-Management and Entitlements

Consumer Resources includes safety and security, orientation and training for employment, economic survival, consumer skills, nutrition and appropriate purchase and use of prescription drugs.

Consumer Resources, Self-Management and Entitlements (continued)

Self-Management includes management of leisure time, managing money for self-maintenance (budgeting, marketing, banking, investment, real estate, taxes, estates and wills, identification of fraud schemes, individual and family financial planning and skills in reading, writing and math comprehension).

Entitlements include information on Medi-Care, Medi-Cal, Supplemental Security Income, Social Security, Minimal Social Security, Pre-Retirement, Retirement and Legal Assistance.

C. Therapy

"Therapy" is defined as an activity which promotes the socialization and devlopment of an older adult as distinguished from the objective of perfecting a skill. "Therapy" includes courses in activities for living such as music therapy, art therapy, therapy through creative writing and occupational therapy.

Code	Category
8	Education programs in home economics. TOP Codes: 1300.00-1399.99
9	Health and safety education. TOP Codes: 0808.00, 0808.20, 0835.10, 0837.00, 0899.00, 1200.00-1299.99, 1305.30, 2101.20-2101.50, 2104.30, 2107.40, 2107.80, 2102.60

7. CERTIFICATION OF MUTUAL AGREEMENT

Indicate the presence of the required annual update of certification of mutual agreement under Education Code Sections 8512 and 8530-8534.

Code	Category
0	Approval requested for "adult basic education" course - education in communication and computational skills to and including 12th grade level (E.C. 8511). District certifies that certification of mutual agreement has been completed according to the provisions of Education Code Sections 8511, 8512 and 8030.
1	Approval requested for high school diploma course. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code Sections 8512 and 8531.
2	Approval requested for vocational education course. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code Sections 8512 and 8533.
3	Approval requested for other education courses. District certifies that certification of mutual agreement has been completed according to the provisions of Education Code Sections 8512 and 8533.
4	Approval requested for 13th or 14th Grade Level Course. District certifies that course offered is in accordance with Education Code Section 8534 and mutual agreement is not required.

8. SPECIAL PROGRAM IDENTIFIER

Indicates course and section are part of a special program and the nature of that program.

Code	Category
1	Handicapped or related - E.C. 8450, 78012, 78440, 78441, 78600 and T5/56016, 56018, 56019, 56020, 56022, 56024, 56044
2	Bilingual
3	Older Adults - E.C. 84711

SPECIAL PROGRAM IDENTIFIER (continued)

Code	Category
4	Apprenticeship - Labor Code Section 3074
5	Sheltered Workshops - E.C. 78440, 78441 and T5/56350-56360
6	Convalescent Home - E.C. 78440, 78441 and T5/56000-56088

Special Description:

1. Handicapped or related

   These classes are designed to serve the educational needs of handicapped adults. Do not include courses offered for regular students that have some handicapped persons enrolled. Handicapped includes physical disability and developmentally-limited learner, communication disability and learning disability as defined in the referenced Education Code and Title 5 sections listed above. "Related" refers to those nonhandicapped students attending special classes for the handicapped for the purpose of giving assistance to them.

2. Bilingual

   Few, if any, noncredit courses can be identified under this category. Bilingual refers to those courses in which two languages are used, English and a target foreign language. Some credit courses are offered as bilingual classes.

3. Older Adults

   Courses specifically designed to serve the interests of older adults, regardless of title, are authorized under Education Code Section 84711. The purpose of this sorting is to identify those course offerings which by title, location or content primarily serve the interests or needs of older citizens, although anyone may attend. In addition, this sorting attempts to identify all of these courses whether or not that fact is divulged in the title.

4. Apprenticeship

Curriculum development, supplemental instruction for apprentices and coordination of instruction with job experiences is the responsibility of the state and local boards of education upon agreement with the local joint apprenticeship committee or other program sponsor. Such instruction shall be made available to apprentices through classroom instruction, self-study or other means of instruction approved by state and local public education agencies authorized to provide vocational education.

9. PRIMARY METHOD OF COURSE EVALUATION

Identify the primary method utilized to evaluate the degree of accomplishment of course objectives.

Code	Category
1	Standardized instrument measuring student subjective opinion
2	Standardized instrument objectively measuring student knowledge
3	Students' satisfaction with their educational experience
4	Competency based written and practical tests which demonstrate the students' ability to apply skills and concepts learned to minimum standards established by the instructor
5	COPES

10. TEACHING MATERIALS

Identify the primary teaching materials utilized in the course or program.

Code	Category
1	Published textbook
2	District/College-prepared instructional materials
3	Teacher-prepared materials
4	Equipment, tools and materials
5	Tapes, videotapes, films, slides or other audio-visual materials
6	Computer-assisted instruction

9. METHOD OF INSTRUCTION FIELD

Indicate the method by which organized instruction will be co ducted, including educational technology and use of the facilities, materials, equipment and aides.

Refer to the codes and categories listed below. Use of a methodology is indicated by putting a "1" in the block corresponding to that methodology. More than one method may be reported. Nonuse is indicated by placing a "0" in the applicable blocks.

Code	Category	Description
"1" OR "0" as applicable	Lecture, Demonstration, Discussion	Includes formal presentations and demonstrations which are primarily one-way communication of course materials, interspersed with discussions which are two-way communication of course material.
	Laboratory	Includes instructing, preparing and supervising student investigators and supervising activities where students perform individually or collectively as a group or team
	Workshop	Intensive one-day study of a subject matter area by means of lecture, discussion, seminar, laboratoy techniques or any combination of these.
	Instructional Aide	Noncertificated person acting as an intermediary between student and instructor and trained in carrying out nonteaching duties as well as performing tutorial support services under the immediate supervision of a credentialed instructor.

Code	Category	Description
		Lectures conducted by credentialed instructor (supplementary lecturers need not hold a credential if they lecture fewer than four times a semester or quarter, T5/55002(b)(2)).
		Lecture series offered under a general blanket theme, year after year, will have permanent approval by overall title or theme. The individual lectures may change; however, should a new theme be offered, new approval must be obtained as a new course with a unique static course identifier.
	Computer-Assisted	A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal.

Instructional Aides

As a principal means of instruction, aides are employed to assist instructors in the presentation of course materials and the monitoring of student progress. Some Education Code sections applicable are quoted or cited below:

E.C.S./88241 and 88244(a) - Aides may be used to assist classroom instructors and other certificated personnel; aides may not assign grades.

E.C.S./88243 - "...instructional aide"(s) are people employed to assist classroom instructors and other certificated personnel in the performance of their duties, in the supervision of students and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aides are assigned, may be performed by individuals who are not licensed as classroom instructors.

E.C.S./88247(a) and 84500(a)(1) state that - "An instructional aide shall not be deemed a certificated employee for the purposes of apportioning state aid."

11. DEMONSTRATION OF NEED

Identify the primary method used to determine the need for this course.

Code	Category
1	Manpower needs projections from the California Occupational Information System (COIS) or the Employment Development Department (EDD)
2	Survey of employer needs in community
3	Survey of community and/or student needs or interests
4	Administrative judgment
5	Student or community petition or demand for program/course
6	State licensing and/or certification and mandation

12. COURSE OBJECTIVES

Identifies the three most important objectives of the course; however, other objectives may exist. No order of importance is requested and all three objectives may be chosen from any one group. Data element is a six-digit numerical code (a) X,X; (b) Y,Y; (c) Z,Z.

GENERAL KNOWLEDGE - BREADTH

THE FAMILIARITY WITH AND UNDERSTANDING OF FACTS AND PRINCIPLES ACROSS SEVERAL BROAD FIELDS.

01	Broad general theory in the discipline
02	Social attitudes in terms of the relationship of the individual student to the discipline.
03	Cultural knowledge relating the discipline to the culture.

SPECIALIZED KNOWLEDGE - DEPTH

11	Acquisition of essential abstract theory for the discipline.
12	Mastering of facts and basic principles of the discipline.
13	Knowledge of vocabulary and meaning of terms related to the discipline.

Code	Category
	SKILL DEVELOPMENT - APPLICATION
21	Knowledge skills - The ability to relate general or specialized knowledge relevant to a problem and to implement a solution; also, the ability to locate, retain and apply relevant knowledge.
22	Critical thinking and reasoning skills - The ability to formulate and analyze problems and to employ rational processes to achieve increased understanding (e.g., the recognition of biased points of view in a speech or a book; the recognition of cause-and-effect relationships).
23	Creative skills - The ability to design, produce or otherwise bring into existence original perspectives, explanations and implementations (e.g., the production of unique communication; the development of an effective plan or solution to a problem or the creation of works of art).
24	Communication skills - The ability or competence to read, write, speak and listen; the ability to convey information, attitudes and emotions and the ability to receive and interpret communications. In addition, these skills encompass non-oral, communications.
25	Motor skills - The ability or competence in tasks requiring physical dexterity and skill.
31	Physical health - the physical well-being of students.
32	Mental health - The mental well-being of students.
33	Change/Stability - Attitudes toward new and different ideas, relationships, products or methods. The desire to introduce, avoid or be associated with changes.
34	Self-Concept - The feeling and acceptance of oneself as having basic worth and value.

Note: Change of one or more of the three identified objectives constitutes a substantive course change and requires the submission of a new CCC-456 Form with a new static course identifier.

PART IV

COMMUNITY SERVICES CLASSES

I. STANDARDS AND CRITERIA FOR COMMUNITY SERVICES COURSES

A course to be offered as Community Services in the Los Angeles Community College District must meet the following requirements:

A. Definition (T5/55001)

Community Services programs offered by community colleges are divided into two categories (1) community service classes and (2) community service activities. The classifications under these two categories are identified as follows:

1. Community Services Classes
   a. Avocational Classes
   b. Recreational Classes
   c. Seminars, Lecture Series, Forum Series, Workshops and Conferences
   d. Professional and Occupational Inservice Classes

2. Community Services Activities
   a. Civic Center Act Activities
   b. Cultural Activities
   c. Community Development Activities
   d. Recreational Activities

B. Authority

Authority to offer community services classes and activities is specified in the Education Code, Article 7, Sections 78300-78305.

a. Establishment by governing board (E.C.S. 78300)

The governing board of any community college district is authorized without the approval of the board of governors to establish and maintain community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. Such classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in the classes.

b. Admission (E.C.S. 78301)

Community service classes shall be open for the admission of adults and of such minors as in the judgment of the governing board may profit from these classes.

c. Scheduling of classes (E.C.S. 78302)

Community service classes may be convened at such hours and for such length of time during the day or evening and at such period and for such length of time during the school year as may be determined by the governing board of the district. Classes may also be offered on weekends.

d. Recognition of accomplishment (E.C.S. 78303)

Governing boards shall have the authority to provide for granting appropriate certificates or other recognition of skill or accomplishment in such classes.

e. No apportionment from state funds (E.C.S. 78304)

Attendance or average daily attendance in community service classes pursuant to this article shall not be reported to the board of governors for apportionment. No apportionment from state funds shall be made to establish or maintain such classes.

f. Expenses (E.C.S. 78305)

Community Services classes in the Los Angeles Community College District (LACCD) must be self-supporting. No state support is provided. Only money from the District general fund which has been generated by Community Services fees may be used to establish and maintain the programs. In addition to student fees, income is generated by contracts with business and industry and with contributions or donations from individuals or organizations.

C. Criteria (T5/55002)

A community services class is a class which, at a minimum:

1. Is approved by the local district governing board.
2. Is designed for the physical, mental, moral, economic or civic development of persons enrolled in the class.
3. Provides subject matter content, resource materials and teaching methods appropriate for the enrolled students.
4. Is conducted in accordance with a predetermined strategy or plan.
5. Is open to all members of the community.
6. Attendance in community services classes may not be claimed for apportionment purposes.

D. Approval Procedures (T5/55160)

Unlike other educational programs offered by community colleges, community service classes do not require Chancellor's Office approval and need only be approved by the district as follows:

a. Districts are authorized in accordance with the provisions of Article 7 (commencing with Section 78300) of Chapter 2, Part 48 of the Education Code to approve and conduct community services classes without the approval of the State Chancellor. The classification of all such classes shall be reported to the State Chancellor in accordance with Section 55001.

b. Community services classes shall not be referred to as noncredit classes.

E. Reporting Procedures

As specified in Title 5, Section 55160(a) community service classes must be reported to the State Chancellor's Office in accordance with Section 55001(c). This section states that all districts shall report the classifications of all courses, classes and activities offered in accordance with the classification under which these offerings are defined. In addition, this report is to include:

1. the number of community service classes in each category and the number of participants;

2. the number of community service activities in each category and the number of participants.

This information is to be incorporated into the Course Activity Measures (CAM) reporting format.

In addition, Title 5, Section 55006 is applicable. This section states that community colleges maintaining community services classes and activities shall keep and submit such records and reports concerning their total activities as may be required by the State Chancellor to fulfill statutory responsibilities.

APPENDIX

APPROVAL OF CREDIT COURSES: STANDARDS AND PROCEDURES
ADMINISTRATIVE REGULATIONS E-65

I. STANDARDS AND CRITERIA FOR NEW AND EXISTING CREDIT COURSES

A course to be offered for credit in the Los Angeles Community College District must meet the following requirements: (CAC, Title 5, Section 55002)

A. A credit course is a course which, at a minimum:

1. Is recommended by the responsible college officials and the academic senate or other appropriate faculty body as being of appropriate academic rigor and has been approved by the local district governing board as a collegiate course meeting the needs of the students eligible for admission (See Section II, Curriculum Planning and Development).

2. Is taught by a credentialed instructor.

3. Is offered as described in an outline and/or curriculum guide in official files. That outline and/or curriculum guide shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate readings and writing and outside assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.

4. Is taught in accordance with a set of instructional objectives common to all students.

5. Provides for measurement of student performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards which is permanently recorded as an evaluation of student performance.

6. Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline.

"One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term of 16 weeks. Where a term is more or less than 16 weeks, more or less than one credit hour shall be allowed in the same ratio that the length of the term is to 16 weeks."

7. Shall require the completion of appropriate prerequisites for the course before students are enrolled.

8. Allows repeated enrollment only as permitted by course repetition regulations (CAC, Title 5, Section 58161).

B. The course is appropriately classified in accordance with the criteria set forth in CAC, Title 5, Section 55001 as follows:

1. CLASSIFICATION A: LIBERAL ARTS AND SCIENCES

a. Baccalaureate Oriented Courses

These courses are equivalent in educational respects to courses offered at the freshman-sophomore level at four-year institutions of higher education and are recognized by the University of California, the California State Universities or an accredited independent college or university in California as part of the required or elective preparation toward a major degree or as part of a general education requirement and are subjected to the published standards for matriculation, attendance and achievement of the university, college or system. Courses in this category include pre-professional courses in engineering, architecture and education; and

b. Associate Degree Courses

Courses of freshman or sophomore college level leading to an Associate Degree.

2. CLASSIFICATION C: DEVELOPMENTAL COURSES

Courses to develop basic skills in mathematics, reading and English and for helping individuals acquire educational skills and knowledge necessary for pursuing freshman and sophomore level offerings in the community college; and

C-1 Compensatory Courses

Courses to meet the academic and personal needs of educationally disadvantaged students and to bridge the gap between secondary school and college for the student with specifically identified deficiencies.

3. CLASSIFICATION D: COMMUNITY (CONTINUING) EDUCATION COURSES

Courses in the liberal arts and sciences determined to be of public (versus private) benefit and designed to assist students and/or students' families to be more self-sufficient and more productive as citizens of the community.

a. D-1 Personal Development and Survival Courses

This category includes guidance courses as listed under 4930.4 and 4930.10 in the Taxonomy of Programs published by the Chancellors Office, California Community Colleges, and courses designed to assist students with special needs to cope with their special programs and to become independent participating, healthy.

b. D-2 Parenting and Family Support Courses

Courses designed to strengthen the family as a unit.

c. D-3 Community and Civic Development Courses

Courses in Classifications D-3 and D-4 will be offered only as non-credit courses or classified as community services classes.

48

4. CLASSIFICATION E: OCCUPATIONAL EDUCATION

Occupational education courses prepare persons for occupations without the need for subsequent training or education in an institution of higher education. Occupational education courses at a community college may also provide for upgrading for job related skills. Generally, courses receiving VEA funds should be in this category. Such courses include:

a. Vocational/Technical Transfer Courses

These courses of study are equivalent in educational respects to courses offered at the freshman-sophomore level at four-year technical institutes and are recognized by those institutes and the California State Universities or an accredited independent college or university in California as part of the required preparation toward a major degree and are subject to the published standards for matriculation, attendance and achievement of the university, college or system; and

b. Vocational/Technical Associate Degree and Certificate Courses

Courses providing educational preparation for an occupation at the semi-professional, technical or skilled level (including apprenticeship when offered in the credit instructional mode).

c. The courses must be listed as part of an educational program which is 1) approved by the Board of Trustees and the State Chancellor's Office to be offered by the college or 2) if the program is not approved, the maximum number of courses which may be listed in the program is limited to 9 units.

II. CURRICULUM PLANNING AND DEVELOPMENT

A. District Curriculum Planning and Development Committee

A District Curriculum Planning and Development Committee shall be established to recommend policies and procedures concerning curriculum development, oversee the curriculum approval process and make recommendations on curriculum proposals. The Committee will report to the Vice Chancellor of Educational Research and Development. The membership is as follows:

- The Senior Director of Educational Policy
- The Director of Planning and Research
- The Assistant Director of Curriculum and Relations with Schools
- The President of the District Academic Senate
- The Chair of the District Academic Senate Educational Policy Committee
- A representative from AFT
- A Vice President of Academic Affairs
- A College President
- The Assistant to the Chancellor on Faculty Affairs

Resource persons from the University of California and/or the California State University may be invited to participate.

B. District-wide Discipline Committees

District-wide discipline committees to consider curriculum proposals may be formed in accordance with the procedures adopted by the District Faculty Senate (e.g., Structure and Functions of District-wide Discipline Committees-Spring 1982).

In the event the regular faculty in the discipline indicate by a majority vote not to form a District-wide discipline committee, then the curriculum decisions in the discipline will be made by the other consultative groups as described in this Administrative Regulation.

C. Curriculum Development

The Curriculum including new (i.e., a course not in the program data base), added (i.e., courses authorized in the program data base) and deleted courses, titles, numbers, units and hours is initiated at the college level by the faculty in the discipline in consultation with the college administration.

A new course, added courses and changes in course number, title, units or hours recommended by the college faculty in the discipline, the college Curriculum Committee, the Vice President of Academic Affairs and the College President shall be forwarded by the College Vice President of Academic Affairs to the Educational Services Division. The college may decide at any point in this process to withdraw the proposed course.

The Educational Research and Development Division, when necessary, will consult with the District Curriculum Planning and Development Committee to determine the appropriate District-wide Discipline Committee. The Educational Reseach and Development Division will forward the proposal to the Chair of the appropriate District-wide Committee who shall call a meeting of the Committee for the purpose of making a recommendation on the course. The recommendation must be made within 45 days of receiving the proposal. If the District-wide Discipline Committee does not act within 45 days, the proposal will be returned to the Educational Research and Development Division for further processing. The same procedure shall apply to new programs and to deletions of a course or program. The District-wide Discipline Committee's recommendation and comments will be returned to the Educational Research and Development Division.

D. Emergency Action

A college may be authorized to offer a course on a provisional basis for one year, if the course meets the criteria and standards described in Section I.

Courses to be given the "99" designation will be subject to the same college approval procedures described in this guide, but will bypass the District-wide approval process. Copies of the course description will be sent to each college, the appropriate District-wide discipline committee(s) and the District Curriculum Planning and Development Committee. During the second semester, the college must submit a complete course proposal with a regular course number or the "99" course will be terminated.

E. District Level Approval Process

The Senior Director of Educational Policy is responsible for review of all curriculum items sent to the Division of Educational Research and Development to determine that the appropriate information has been provided to enable the consultative groups and the administration to evaluate the proposal using the standards published in Section I of this Administrative Regulation.

After the review by the Educational Research and Development staff, all curriculum proposals are distributed to the college Academic Vice Presidents who shall consult with their appropriate faculty in preparing a recommendation to the Academic Vice Presidents Committee.

The recommendations and comments by the Academic Vice Presidents Committee will be sent to the proposing college and placed on the agenda of the District Curriculum Planning and Development Committee. The recommendations and comments of the District-wide Discipline Committee will similarly be placed on the agenda.

The Curriculum Planning and Development Committee will verify that the proposed curriculum actions have been given proper consideration in accordance with the approval process in this Administrative Regulation.

Additionally, the District Curriculum Planning and Development Committee will review the actions recommended by the Academic Vice Presidents, District-wide Discipline Committee and other appropriate groups to develop recommendations. Concerned faculty and administrators may meet with the Committee to provide additional input.

The recommendations on new courses submitted by the District-wide Discipline Committee, District Curriculum Planning and Development Committee and the Academic Vice Presidents will be presented to the Vice Chancellor of Educational Research and Development who will forward these recommendations and make his own recommendation to the Chancellor. New courses approved by the Chancellor will be placed on the Agenda of the Board of Trustees as an action item.

Recommendations on added courses and changes in course numbers, titles, units or hours are entered in the data base when approved by the Vice Chancellor of Educational Research and Development. If the action by the administration is not in agreement with the

recommendations of the Academic Vice Presidents or the District Curriculum Planning and Development Committee, they will be informed of the reasons.

F. Appeal Procedures

If a course is not recommended for approval by the Vice Chancellor of Educational Research and Development, the College President or the faculty may appeal to the Chancellor.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
STANDARDS AND CRITERIA FOR
ASSOCIATE DEGREE CREDIT COURSES

Name of Course: _____

Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title 5, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a mark [X] in the appropriate box.

CRITERIA AND STANDARDS Section 55002	RATING CRITERION MET	NOT MET
1. Is recommended by the responsible college officials, and the academic senate or other appropriate faculty body as meeting the requirements of this subsection and has been approved by the local district governing board as a course meeting the needs of the students eligible for admission.		
2. Is taught by a credentialed instructor in the discipline.		
3. Is offered as described in an outline in official college files. That the outline shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate reading and writing assignments, outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.		
4. Is taught in accordance with a set of instructional objectives common to all students.		
5. Provides for measurement of student performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55758 of this part, which is permanently recorded as an evaluation of student performance; bases grades on demonstrated proficiency in subject matter determined by multiple measurement for evaluation; and has examinations, including essays and/or, where appropriate, uses appropriate symbol systems and/or skills demonstrations by students.		
6. Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit and prorated for short term, lab and activity courses.		
7. Treats subject matter with a scope and intensity which requires students to study independently outside of class time.		
8. Requires, when appropriate, entrance skills and consequent prerequisites for the course before students are enrolled.		

(over)

LOS ANGELES COMMUNITY COLLEGE DISTRICT
STANDARDS AND CRITERIA FOR
ASSOCIATE DEGREE CREDIT COURSES

Name of Course: _____

Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title 5, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a mark [X] in the appropriate box.

CRITERIA AND STANDARDS Section 55002	RATING CRITERION MET	NOT MET
9. Requires as a pre- or co-requisite to enrollment in other courses throughout the degree and certificate curricula, eligibility for enrollment in associate degree credit courses in English and/or mathematics when language and/or computational skills at the associate degree level are deemed by the college and/or district curriciulum committee as necessary for success in such courses.		
10. Requires the ability to think critically and to understand and apply concepts in order to participate in the course.		
11. Requires learning skills and a vocabulary appropriate for a college course.		
12. Requires the use of college level educational materials.		
13. Allows repeated enrollment only as permitted by provisions of Division 2 (commencing with Section 51000). Sections 55781-55783 and 58161 of this part.		

PLEASE INDICATE THE DEPARTMENT'S PLAN FOR IMPROVING ANY STANDARD PRESENTLY NOT MET.

APPENDIX

REVISED PROCEDURE FOR DEVELOPMENT AND APPROVAL OF NEW EDUCATIONAL PROGRAMS ADMINISTRATIVE REGULATION E-64

Program Definition and Requirements

An educational program is defined as an organized sequence of courses leading to specific objectives:

1. An associate degree program includes prescribed courses to meet general education and major requirements. A major includes a minimum of 18 units in a single or related disciplines.

2. A certificate program includes prescribed courses of 18 units or more in the major only.

3. Options may be delineated within associate and certificate programs.

4. Associate and certificate programs require District and State approval.

5. Disciplines which support program objectives but which constitute no major, such as learning skills or special education, do not require state approval.

6. A statewide inventory of associate and certificate programs is conducted annually.

7. A biennial, local review of vocational programs is required, which is to include an assessment of employment opportunities.

District Procedures for Program Development and Approval

1. The College President shall send a memorandum to the Vice Chancellor of Educational Research and Development, requesting authorization to plan the program. The title of the program and a brief summary of its purpose and content shall be included.

2. Upon receiving authorization from the Vice Chancellor of Educational Research and Development, the college will prepare the Preliminary Report for a New Educational Program (PREP) form provided by the Office of Research, Planning and Analysis. The PREP form will be sent to the Division of Educational Research and Development with a recommendation by the College Curriculum Committee, Vice President of Academic Affairs and the College President.

3. The PREP will be reviewed by the Office of Research, Planning and Analysis in consultation with the Academic Vice President. The review process will include consideration of:

   a. Purposes and content of the program

b. Relationship of program to college curriculum, mission and master plan.
c. Relationship to programs Districtwide.
d. Support for the program with regard to related college curricula, available facilities and staff, enrollment or placement data, and lack of competitive duplication.
e. Evidence of need, including employment opportunity, student interest, and demographic characteristics of the service area.
f. Estimated cost and means of funding.

4. Upon completion of the review, the PREP form will be presented to the Academic Vice Presidents Council for its review and recommendation.

5. Concurrent with distribution to academic vice presidents, the PREP form will be sent to chairpersons of the Educational Policy Advisory Committee (EPAC) and the Curriculum Planning and Development Committee (CPDC) for their information and comment.

6. After review by the academic vice presidents, EPAC and CPDC, the program will be presented to the Vice Chancellor of Educational Research and Development for a recommendation to the Chancellor. Programs approved by the Chancellor are submitted to the Board of Trustees.

7. If the Chancellor and Board of Trustees approve the program, the college will prepare the forms and documentation required to submit the program to the State Chancellor's Office.

8. The Office of Research, Planning and Analysis will advise the colleges in the preparation of the proposal to the State and review final documents.

9. The Vice Chancellor of Educational Research and Development will determine approval of the final proposal documents and submit them to the State Chancellor's Office.

APPENDIX

APPROVAL OF NONCREDIT COURSES: STANDARDS AND PROCEDURES
ADMINISTRATIVE REGULATION

I. STANDARDS AND CRITERIA FOR NEW NONCREDIT COURSES

A course to be offered as noncredit in the Los Angeles Community College District must meet the following requirements:

A. Definition (EC 84711)

Noncredit courses are offerings designed to meet special needs and capabilities of students. These courses provide remedial, developmental, occupational and other general educational opportunities.

B. State Funding

State funding for noncredit courses is authorized for nine specific criteria:

1. Parenting, including parent co-operative preschools, classes in child growth and development and parent-child relationships and classes in parenting.

2. Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classes in reading, mathematics and language arts.

3. English as a second language.

4. Citizenship for immigrants.

5. Education programs for substantially handicapped persons.

6. Short-term vocational programs with high-employment potential.

7. Education programs for older adults.

8. Education programs in home economics.

9. Health and safety education.

State Funding (continued)

Excluded

Physical education classes in dancing or recreational physical education.

C. Criteria (T5/E.C. 55002 b)

A noncredit course is a course which, at a minimum:

1. Is approved by the local district governing board as a course meeting the educational needs of the enrolled students.

2. Is taught by a credentialed instructor. Supplementary lecturers need not hold a credential if they lecture fewer than four times in a semester or quarter.

3. Treats subject matter and uses resource materials, teaching methods and standards of attendance and achievement appropriate for the enrolled students.

4. Is conducted in accordance with a course outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the scope, objectives, content, instructional methodology and methods of evaluation for determining whether the course objectives have been met.

D. Delineation of Functions and Mutual Agreements (E.C. 8516)

Courses without a college grade level designation and/or courses which are the primary responsibility of the high school may also be offered by and/or assigned to community colleges by mutual agreement.

A "mutual agreement" means an agreement between two or more governing boards of districts.

Courses include the following:

1. Adult Basic Education (E.C. 8511)

   a. Education in communication and computational skills to and including 12th grade level.

D. Delineation of Functions and Mutual Agreements (continued)

b. English as a second language

c. Citizenship

2. High School Diploma (E.C. 8531)

This program is the responsibility of the high school, but courses may be offered by community colleges by mutual agreement.

3. Other noncredit courses

Adult continuing education, including but not limited to parent education, consumer education, civic education, education and special fields, education in the arts and humanities, may be offered by community colleges by mutual agreement (See Section B, State Funding).

E. Vocational and Occupational Training and Retraining (E.C. 8532)

Noncredit programs for adults may be offered by community colleges by mutual agreement.

Single courses or a compendium of courses constituting a complete program may be offered and must meet the following requirements.

1. District job market study (E.C. 78015)

a. The governing board of a community college district shall, prior to establishing a vocational or occupational training program, conduct a job market study of the standard metropolitan statistical area in which it proposes to establish the program. To the extent possible the study shall use the California Occupational Information System and other available sources of labor market information. The study shall be conducted in cooperation with the Employment Development Department, prospective employers and an advisory committee on vocational education. The Employment Development Department may cooperate in the study to the extent possible, within existing resources. The study shall include an analysis of existing vocational and occupational education or training programs for adults maintained by high schools, community colleges and private postsecondary schools in the area to insure that the anticipated employment demand for students in the proposed programs justifies the establishment of the proposed courses of instruction.

b. Subsequent to completing the study and prior to establishing the program, the governing board of the community college district shall determine whether or not the study justifies the proposed vocational education program.

c. If the governing board of the community college district determines that the job market study justifies the initiation of the proposed program, it shall, by resolution, determine whether the program shall be offered through the district's own facilities or through a contract with an approved private postsecondary school.

2. Review of vocational or occupational program (E.C.S. 78016)

a. Every noncredit vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to assure that each such program does all of the following:

(1) Meets the documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

b. Any program that does not meet the requirements of sub-division "a." and the standards approved by the governing board shall be terminated within one year.

c. The review process shall include the review and comments by the County Private Industry Council which shall occur prior to any decision by the appropriate governing body.

II. APPROVAL PROCEDURES FOR NONCREDIT COURSES AND PROGRAMS (T5/55150)

A. CAMPUS PROCEDURES

1. The faculty in the discipline(s) of the college and/or the Community Services Project Supervisor shall assess the need for a program and shall make a tentative proposal to the administrator in charge of noncredit programs.

2. The administrator in charge of noncredit programs shall submit the proposal to the respective department for approval. If approval is received, a course approval form shall be completed. Application forms provided by the State Chancellor's office (CCC-456) can be

II. APPROVAL PROCEDURES OF NONCREDIT COURSES AND PROGRAMS (Continued)

obtained from the Division of Educational Research and Development, Office of Educational Policy.

3. The application shall be submitted to the Vice President of Academic Affairs for approval. If approved, it shall be sent to the College President for signature.

4. Course outlines for each noncredit course shall be kept on file at the community college. They shall specify the scope, objectives, content, instructional methodology and method of evaluation for determining whether the course objectives have been met.

5. The application form and course outline shall be submitted to the Division of Educational Research and Development, Office of Educational Policy. A course number shall be assigned and entered on the program data base.

6. The program and/or classes shall be submitted to the State Chancellor's office.

7. Upon receipt of approval from the State Chancellor's office, the course shall be submitted to the Vice Chancellor, Chancellor and Board of Trustees.

8. The college shall receive approval from the State Chancellor's office, which shall enter the course number in a State Program Inventory.

9. The District shall submit such records and reports as may be required by the State Chancellor to fulfill statutory responsibilities.

B. COURSE OUTLINE FORMAT

The course outline must include:

1. COURSE OBJECTIVES

Describe the desired outcomes in terms of what a successful learner is able to do at the end of the period of instruction.

B. COURSE OUTLINE FORMAT (Continued)

2. COURSE CONTENT AND SCOPE

a. List the course content in outline form and show the relative emphasis each topic generally receives.

b. List readings appropriate for the course.

c. List kinds of writing assignments that would be appropriate for this course.

d. List kinds of assignments that students in the course would be expected to work on outside of class.

3. EVALUATION

Specify procedures that are appropriate for measuring student performance in terms of the stated course objectives.

4. METHOD OF INSTRUCTION

Specify the method of instruction that is appropriate for this course--lecture, laboratory, lecture/laboratory, television, field experience, computer-assisted instruction or other.

5. TEXT AND SUPPLIES

List texts or suggested readings as well as supplies that would be appropriate for this course (Students may only be required to purchase instructional materials which are of continuing value to them outside of the classroom setting).

D0263-001 LOS ANGELES COMMUNITY COLLEGES 12/03/86
STANDARD SUBJECT/PROGRAM TITLES

SUBJ CODE	ABBREV TITLE	SUBJECT TITLE	TOP CODE
004	ACCTG	ACCOUNTING	0502.00
008	ADM JUS	ADMINISTRATION OF JUSTICE	2105.00
010	ADM HKP	ADMINISTRATIVE HOUSEKEEPING	1307.00
012	AFRO AM	AFRO-AMERICAN STUDIES	2202.11
021	AGRI	AGRICULTURE	0102.00
025	AIRCEPR	AIR COOLED ENGINE PRODUCTS REPAIR	0948.30
031	A/C TEQ	AIR CONDITIONING TECHNIQUES-BASIC	0945.40
035	A/C TEK	AIRCONDITIONING&REFRIGERATING TECHNOLOGY	0945.40
038	REF A/C	REFRIGERATION&AIR CONDITIONING MECHANICS	0945.40
040	R&AC AP	AIR CONDITIONING/REFRIGERATION-APPREN	0945.49
042	A/C ET	AIRCRAFT ELECTRONICS TECHNOLOGY	0950.40
046	A/C PS	AIRCRAFT PRODUCTION SKILLS	0950.00
048	CHEMDEP	CHEMICAL DEPENDENCY	2101.50
050	AM CUL	AMERICAN CULTURAL STUDIES	2202.03
052	A S L	AMERICAN SIGN LANGUAGE	0808.20
054	ANATOMY	ANATOMY	0410.00
061	ANTHRO	ANTHROPOLOGY	2202.00
065	ARABIC	ARABIC	1112.00
069	ARCDRAF	ARCHITECTURAL DRAFTING	0953.10
073	ARCH	ARCHITECTURE	0201.00
076	ARMEN	ARMENIAN	1130.30
080	ART	ART	1002.00
084	VOC ART	VOCATIONAL ART FUNDAMENTALS	1030.08
088	ASIAN	ASIAN-AMERICAN STUDIES	2202.12
092	ASTRON	ASTRONOMY	1911.00
095	AUTOCOR	AUTOMOTIVE COLLISION REPAIR	0948.20
103	VENDTEK	AUTOMATIC VENDING MACHINE TECHNICIAN	0935.30
107	AUTOMEK	AUTOMOTIVE MECHANICS	0948.10
111	A S T	AUTOMOTIVE SERVICE TECHNOLOGY	0948.00
114	AUTOSRV	AUTOMOTIVE SERVICING	0948.00
118	AUTOTEK	AUTOMOTIVE TECHNOLOGY	0948.00
122	AVIATEK	AVIATION MAINTENANCE TECHNICIAN	0950.20
126	PROFBKG	BAKING,PROFESSIONAL	3002.21
133	BIOLOGY	BIOLOGY	0401.10
137	BOTANY	BOTANY	0402.00
145	BRDCSTG	BROADCASTING	0603.00
152	BLDGCTQ	BUILDING CONSTRUCTION TECHNIQUES	0952.00
156	BUS	BUSINESS	0501.00
160	BUS D P	BUSINESS DATA PROCESSING	0703.00
161	BUS MMN	BUSINESS MACHINE MAINTENANCE	0935.20
163	CBMG AP	CABINETMAKING -- APPRENTICE	0952.59
164	CBNTMKG	CABINET MAKING AND MILLWORK	0952.50
166	CANPMGT	CANCER PROGRAM MANAGEMENT	1215.01
168	CRPNTRY	CARPENTRY	0952.10
169	CARP AP	CARPENTRY - APPRENTICE	0952.10
171	CTRART	CATERING ARTS	3002.40
175	CHEFTRG	CHEF TRAINING	3002.10
176	CHTG AP	CHEF TRAINING -- APPRENTICE	3002.29
179	CHEM T	CHEMICAL TECHNOLOGY	0954.00
183	CHEM	CHEMISTRY	1905.00
185	CHICANO	CHICANO STUDIES	2202.14
187	CH DEV	CHILD DEVELOPMENT	1305.00
190	CHINESE	CHINESE	1107.00
194	CINEMA	CINEMA	1010.00

D0263-001 LOS ANGELES COMMUNITY COLLEGES 12/03/85
STANDARD SUBJECT/PROGRAM TITLES

SUBJ CODE	ABBREV TITLE	SUBJECT TITLE	TOP CODE
202	COMMART	COMMERCIAL ART	1009.20
209	COMTEC	COMPUTER MAINTENANCE TECHNICIAN	0701.10
213	CO SCI	COMPUTER SCIENCE-INFORMATION TECHNOLOGY	0704.00
217	CO TECH	COMPUTER TECHNOLOGY	0701.11
221	CONSUMR	CONSUMER STUDIES	1304.00
232	COOP ED	COOPERATIVE EDUCATION	4931.00
236	CORR	CORRECTIONS	2105.10
240	CSMTLGY	COSMETOLOGY	3007.00
247	DEN AS	DENTAL ASSISTING	1204.10
255	DEN HY	DENTAL HYGIENE	1204.20
259	DEN TEK	DENTAL TECHNOLOGY	1204.30
263	DEV COM	DEVELOPMENTAL COMMUNICATIONS	4930.02
272	AUTOENG	AUTOMOTIVE ENGINE TECHNOLOGY	0947.10
274	DRAFT	DRAFTING	0953.00
278	DRAFAST	DRAFTING ROOM ASSISTANT	0953.06
282	DRAFW/S	DRAFTING WORK-STUDY	0953.07
289	EARTH	EARTH SCIENCE	1901.01
293	ECON	ECONOMICS	2204.00
297	EDUC	EDUCATION	0801.00
301	SPEC ED	EDUCATION-SPECIAL	0808.00
309	CBLS AP	ELECTRICAL CABLE SPLICER - APPRENTICE	0952.29
312	ECONMT	ELECTRICAL CONSTRUCTION AND MAINTENANCE	0952.20
316	ECONENG	ELECTRICAL CONSTRUCTION ENGINEERING	0952.22
318	EDM AP	ELECTRICAL DISTRIBUTION MECHANIC APPREN	0952.29
320	ELEL AP	ELECTRICAL LINEMAN - APPRENTICE	0952.29
327	ELECSEP	ELECTRICAL SUPPLY & EQUIPMENT PROCESSING	0934.00
335	ELECT	ELECTRICITY	0934.00
337	ELMCTEK	ELECTROMECHANICAL TECHNOLOGY	0935.00
342	ETN MCR	ELECTRON MICROSCOPY	0934.70
346	ELECTRN	ELECTRONICS	0934.00
350	ETN AST	ELECTRONICS ASSISTANT	0934.20
358	ETNEGTK	ELECTRONICS ENGINEERING TECHNICIAN	0925.40
361	ETNSYTK	ELECTRONICS SYSTEM TECHNICIAN	0934.20
369	ETNTLGY	ELECTRONICS TECHNOLOGY	0934.00
373	E D A	EMERGENCY DEPARTMENT ASSISTANT	1250.00
377	OPMAINT	ENGINEER-OPERATION/MAINTENANCE	0945.30
378	OPMA AP	ENGINEER-OPR/MAINTENANCE - APPRENTICE	0945.39
380	ENG TEK	ENGINEERING TECHNICIAN	0930.00
384	ENG CIV	ENGINEERING, CIVIL	0925.10
388	ENG ELC	ENGINEERING, ELECTRICAL	0925.30
392	ENG GEN	ENGINEERING, GENERAL	0901.00
396	ENG MEC	ENGINEERING, MECHANICAL	0925.50
399	ENGLISH	ENGLISH	1501.00
411	ENV SCI	ENVIRONMENTAL SCIENCE	1901.10
415	ESCROW	ESCROW	0511.00
418	FAM &CS	FAMILY AND CONSUMER STUDIES	1304.00
422	FASHDSN	FASHION DESIGN	1303.13
426	FINANCE	FINANCE	0504.01
430	FIREMGT	FIRE MANAGEMENT AND TECHNOLOGY	2133.04
434	FIRE SC	FIRE SCIENCE	2133.00
435	FIRETEK	FIRE TECHNOLOGY	2133.00
445	INTBUS	INTERNATIONAL BUSINESS	0510.10
449	FRENCH	FRENCH	1102.00
456	GEOG	GEOGRAPHY	2206.00

SUBJ CODE	ABBREV TITLE	SUBJECT TITLE	E TOP CODE
460	GEOLOGY	GEOLOGY	1914.00
464	GERMAN	GERMAN	1103.00
479	HEALTH	HEALTH	0837.00
483	HLTHOCC	HEALTH OCCUPATIONS	1201.10
487	H S MGT	HEALTH SERVICES MANAGEMENT	1202.00
491	ALD HTH	ALLIED HEALTH	1203.70
494	HEBREW	HEBREW	1111.00
498	HISTORY	HISTORY	2205.00
506	H/MMGMT	HOTEL AND MOTEL MANAGEMENT	0506.20
510	HUMAN	HUMANITIES	4903.00
513	IMPORT	IMPORT AUTOMOBILE TECHNOLOGY	0948.00
517	IND ART	INDUSTRIAL ARTS	0952.00
525	INSPTEK	INSPECTION TECHNOLOGY	0957.00
527	INSUR	INSURANCE	0512.00
529	INTC AP	INTERCOMMUNICATIONS & SOUND - APPRENTICE	0934.19
536	ITALIAN	ITALIAN	1104.00
540	JAPAN	JAPANESE	1108.00
544	JEWISH	JEWISH STUDIES	2202.16
548	JOURNAL	JOURNALISM	0602.00
551	KOREAN	KOREAN	1117.00
552	LABR ST	LABOR STUDIES	0516.00
557	LATIN	LATIN	1109.00
559	LAW	LAW	1401.00
560	LRNSKIL	LEARNING SKILLS	4930.30
561	LIB MED	LIBRARY/MEDIA TECHNOLOGY	1601.10
567	LING	LINGUISTICS	1506.01
574	MACHSP	MACHINE SHOP	0956.30
578	M T T	MACHINE TOOLS TECHNOLOGY	0956.30
582	MGMT	MANAGEMENT	0506.00
586	MANCRNG	MANICURING	3007.02
588	MARKET	MARKETING	0509.50
589	MATH	MATHEMATICS	1701.00
593	MEASURE	MEASUREMENT SCIENCE	0956.83
597	MEK AST	MECHANICAL ASSISTANT	0945.00
601	MEKDRAF	MECHANICAL DRAFTING	0953.40
605	MEDASST	MEDICAL ASSISTING	1203.72
608	MED SCI	MEDICAL RECORD SCIENCE	1215.00
612	F & VM	FASHION AND VISUAL MERCHANDISING	0509.60
620	MTLGTEK	METALLURGICAL TECHNICIAN	0956.10
624	METEOR	METEOROLOGY	1913.00
631	MICRO	MICROBIOLOGY	0403.00
639	MINERAL	MINERALOGY	1914.01
643	MCYCMEK	MOTORCYCLE REPAIR MECHANIC	0948.30
646	MUSIC	MUSIC	1004.00
658	NUC TEC	NUCLEAR MEDICINE TECHNOLOGY	1225.10
662	NUM CON	NUMERICAL CONTROL	0956.37
665	NURSAID	NURSE AIDE	1203.30
669	NURSING	NURSING	1203.10
673	REGNRSG	NURSING, REGISTERED	1203.11
681	OCCTHER	OCCUPATIONAL THERAPY	1208.00
684	OCEANO	OCEANOGRAPHY	1919.00
686	OFF ADM	OFFICE ADMINISTRATION	0514.00
688	OFF MCH	OFFICE MACHINES	0514.50
692	SURGTEK	SURGICAL TECHNICIAN	1207.70

SUBJ CODE	ABBREV TITLE	SUBJECT TITLE	TOP CODE
700	OPTICS	OPTICS	1209.10
703	ORNHORT	ORNAMENTAL HORTICULTURE	0109.00
707	PAINT	PAINT TECHNOLOGY	0954.50
711	PNTGDEC	PAINTING AND DECORATING	0952.70
719	PERSDEV	PERSONAL DEVELOPMENT	4930.00
722	PHILOS	PHILOSOPHY	1509.00
726	PHTLBTK	PHOTO LAB TECHNICIAN	1011.10
730	PHOTO	PHOTOGRAPHY	1011.40
734	PHOTO T	PHOTOGRAPHY-T	1011.11
738	PHYS ED	PHYSICAL EDUCATION	0835.00
741	PHYS SC	PHYSICAL SCIENCE	1901.00
745	PHYS AS	PHYSICAL THERAPIST ASSISTANT	1212.20
749	PHYSICS	PHYSICS	1902.00
753	PHYSIOL	PHYSIOLOGY	0410.00
757	PIPETEK	PIPING TECHNOLOGY	0945.48
768	PLASTEK	PLASTICS TECHNICIAN	0954.20
772	PLUMBNG	PLUMBING	0952.30
776	POL SCI	POLITICAL SCIENCE	2207.00
778	PORTGSE	PORTUGUESE	1119.00
783	PRINT	PRINTING	0936.00
787	BINDERY	PRINTING-BINDERY	0936.50
791	GPHARCP	PRINTING-GRAPHIC ARTS COMPOSITION	1030.00
795	GPHAMGT	PRINTING-GRAPHIC ARTS MANAGEMENT	0506.30
796	GPHARPW	PRINTING-GRAPHIC ARTS PRESSWORK	1030.11
798	PRINTEK	PRINTING-PRINTING TECHNOLOGY	1030.02
814	PHOTOFF	PRINTING-PHOTO-OFFSET	1030.05
821	PSYCTEC	PSYCHIATRIC TECHNICIAN	1239.00
825	PSYCH	PSYCHOLOGY	2001.00
829	PUB REL	PUBLIC RELATIONS	0601.10
840	Q CNTRL	QUALITY CONTROL	0956.80
844	CONELTK	CONSUMER ELECTRONICS TECHNICIAN	0934.30
848	RADCOMM	RADIO COMMUNICATIONS	0603.00
852	RAD TEC	RADIOLOGIC TECHNOLOGY	1225.00
854	READING	READING	0000.00
855	REAL ES	REAL ESTATE	0511.00
859	RECR	RECREATION	2103.00
863	RESP TH	RESPIRATORY THERAPY	1207.30
867	RESTMGT	RESTAURANT MANAGEMENT	0506.20
871	RUSSIAN	RUSSIAN	1106.00
882	SHETMTL	SHEET METAL WORK	0956.20
883	SHTM AP	SHEET METAL WORK - APPRENTICE	0956.29
886	SGNGRPH	SIGN GRAPHICS	1030.09
890	SOC SCI	SOCIAL SCIENCE	2201.00
893	SOC	SOCIOLOGY	2208.00
894	SOLAR	SOLAR TECHNOLOGY	0945.10
895	SWM TEK	SOLID WASTE MANAGEMENT TECHNOLOGY	0958.40
897	SPANISH	SPANISH	1105.00
900	TUTOR	SUPERVISED LEARNING ASSISTANCE	4930.09
901	SPEECH	SPEECH	1506.00
905	STAT	STATISTICS	1701.15
912	SUPV	SUPERVISION	0506.30
916	TAILRNG	TAILORING	1303.12
920	TECHILL	TECHNICAL ILLUSTRATION	1030.10
931	T V	TELEVISION	0603.10

SUBJ CODE	ABBREV TITLE	SUBJECT TITLE	TOP CODE
935	THEATER	THEATER	1007.00
943	T & M	TOOL AND MANUFACTURING TECHNOLOGY	0937.00
947	TRANS	TRANSPORTATION	0510.00
950	TRAVEL	TRAVEL	3009.30
954	TRKHEQR	TRUCK & HEAVY EQUIPMENT REPAIR	0947.20
958	TRKM AP	TRUCK MECHANIC - APPRENTICE	0956.00
959	VIS TEC	VISION CARE TECHNICIAN	1209.12
960	V P M	VOLUNTEER PROGRAM MANAGEMENT	2101.10
961	VISARTS	VISUAL ARTS	0603.20
962	WATER	SUPPLY WATER TECHNOLOGY	0958.10
963	WASTE	WASTEWATER TECHNOLOGY	0958.10
966	WELDING	WELDING	0956.50
969	WELDG/E	WELDING GAS AND ELECTRIC	0956.50
973	ZOOLOGY	ZOOLOGY	0407.00
981	PARENT	PARENTING	1304.60
982	BSICSKL	BASIC SKILLS	4930.00
983	E S L	ENGLISH AS A SECOND LANGUAGE	4930.80
984	CITIZN	CITIZENSHIP	4930.90
986	VOC ED	VOCATIONAL EDUCATION	0701.00
987	OLD ADL	OLDER ADULTS	4930.72
988	HOMECON	HOME ECONOMICS	1301.00
989	HLTHED	HEALTH AND SAFETY EDUCATION	1306.00

CARNEGIE RULE COMPLIANCE

California Education Code Section 78206 defines one credit hour of community college work as "approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks." In the Los Angeles Community College District the Carnegie Rule is used when assigning Program Data Base Standard Hours to meet this requirement. The Carnegie Rule provides the following guidelines:

1. For every unit of LECTURE offered over a 16 week semester ONE HOUR of supervised instruction and TWO HOURS of homework are required each week.

2. For every unit of LABORATORY requiring ONE HOUR of homework offered over a 16 week semester TWO HOURS of supervised laboratory instruction are scheduled each week.

3. For every unit of LABORATORY without homework offered over a 16 week semester THREE HOURS of supervised laboratory instruction are scheduled each week.

Hours of Summer Session and other short term classes are adjusted according to the length of the "short-term" and are entered by the college on its own Section (Schedule) Data Base. However, the Standard Hours for each course which appear on the District Program Data Base should be in compliance with the Carnegie Rule i.e., the hours should not exceed three times the units as this information is used to report Average Daily Attendance (ADA) to the State.

TOP BOOKLETS ARE KEPT IN THE OFFICE OF ACADEMIC AFFAIRS ON EACH CAMPUS.

California Community Colleges

TAXONOMY OF PROGRAMS (TOP)

FOURTH EDITION JULY 1983

THIS TAXONOMY MEETS VOCATIONAL EDUCATION ACT REPORTING REQUIREMENTS

BOARD OF GOVERNORS
CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES

PROGRAM EVALUATION
AND
APPROVAL UNIT

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

Course articulation, for purposes of the CAN system, is defined as the written agreement between two institutions to accept a specific course completed on a sending campus to meet a specific course requirement on a receiving campus. Course articulation agreements authorize the acceptance of one course "in lieu of" another for transferring students.

The articulation process originates in several ways, e.g., through counselor and faculty conferences, counselor and student appeals, curricular and catalog changes or at the initiation of articulation personnel. Similarly, articulation officers and faculty may reach agreements in a variety of ways: by (1) a comprehensive comparison of course descriptions; (2) a comparison of outlines, texts, experiments, topics, class emphasis or chronological coverage; (3) comparison of skills, competencies or outcomes or all of the above factors.

While course articulation is time consuming and sometimes difficult, it is vital to the transfer function. To be useful, the agreements must be published, readily available and reliable. The "official" agreements are used extensively by counselors, faculty, staff and students to plan an appropriate program for prospective transfer students. The agreements assure that these courses will satisfy specific degree requirements. Course articulation agreements on individual courses designated as prerequisites to a degree program (major) form the foundation of comprehensive transfer credit agreements and, ideally, the basis for freshman and sophomore registration plans.

The California Articulation Number (CAN) System provides a cross-reference course identification number for 108 semester courses and 53 quarter courses which are transferable, lower division, introductory courses commonly taught on college campuses. The basic premise of CAN is that identically numbered CAN courses are acceptable "in lieu of" each other. While the courses are comparable, they are not necessarily identical. Campuses participating with specific CAN courses agree to accept identically-numbered CAN courses even though they may not have a direct articulation agreement on those courses. Campuses are committed to accept only courses for which they list a CAN in their publications. The extent of participation may vary from one course to 108 courses. The CAN system eliminates the necessity for every two-year campus to negotiate agreements with every four-year campus or for every four-year campus to negotiate with every other two- and four-year campus.

Each course carries a number within each discipline; e.g., CAN ENGL 2, CAN MATH 2. Semester courses have been assigned even numbers. An even number is also assigned to a quarter course when unit values are equal when converted or it is accepted "in lieu of" a semester course. Other quarter unit courses are assigned odd numbers.

Each campus retains its own course number, prefix and title. The CAN (e.g., CAN ENGL 2) is simply added to schedules of classes, catalogs and other publications as needed and appropriate. Currently, the Los Angeles Community College District has 22 approved Course Articulation Numbers.

GLOSSARY OF TERMS

Apportionment

Allocation of state or federal aid, district taxes or other monies to community college districts or other govermental units.

Average Daily Attendance (ADA)

The student workload used as the basis for computation of state support for California Community Colleges. An ADA represents 525 class (contact) hours of student activity.

California Articulation Number (CAN) System

A system started in 1982 to simplify the transfer process with a common course numbering system and to increase course-to-course articulation.

Course Activity Measures (CAM)

A survey of instructional activity in community college courses. Colleges submit CAM reports twice a year, usually in March and August.

Course Classification System

A system that serves to describe the total educational program of the community colleges. Districts are required to annually report on the classification of all courses and classes in accordance with Title 5, Section 55001.

Credit Hour

Approximately three hours of recitation, study or laboratory work per week throughout a term of 16 weeks. Where a term is more or less than 16 weeks, more or less than one credit hour shall be allowed in the same ratio that the length of the term is to 16 weeks (E.C.S. 78206).

Data Element Dictionary

Provides formal definitions of all data elements contained in the State information system files.

Instructional Aide

A noncertificated person acting as an intermediary between student and instructor and trained to carry out nonteaching duties as well as to perform tutorial support services under the immediate supervision of a credentialed instructor.

Positive Attendance

The actual hours of attendance based on an actual count of enrolled students present at each class meeting.

Program Administrative Review (PAR)

A document used to determine whether districts and colleges are in compliance with federal and state laws and regulations.

Reporting Calendar

A document which provides districts and colleges with a listing and timetable for submitting required reports to the Chancellor's office.

Taxonomy of Programs (TOP)

A common classification system by which districts and colleges identify programs. This taxonomy is to be used for all program and course reports required by the State Chancellor's office and the State Department of Finance for audit purposes.

ERIC CLEARINGHOUSE FOR
JUNIOR COLLEGES JUN 05 1987